

REQUIREMENTS FOR CONDITIONAL USE PERMIT APPLICATIONS

All Conditional and Special Uses Permits are subject to review and must remain in compliance with Logan County and the State of Colorado Regulations. * All Permits must be reviewed and renewed every 5 years.

1. A Conditional or Special Use Permit application must be submitted to the Department of Planning & Zoning at least 50 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets the second Tuesday of each month. NOTE: The Applicant, or a Representative, **MUST be present** at the Public Hearing and the Commissioners Meeting. If no one is present, the request will be postponed until the next meeting!
2. A fee of **\$100.00** is due when the Application is filed.
3. The Applicant must provide a **Plot Plan**, which will show the location, proposed use on the parcel, access, and adjacent uses.
4. The applicant must provide a current copy of the **deed, in order to determine if there are Mineral Estate Owners. If there are Mineral Estate Owners, the applicant must certify that notice requirements have been met, or provide a complete listing of their names and addresses so that they can be contacted.** *
5. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such land, for years prior to that year in which approval is granted, have been paid.
6. The Applicant will be required to post a Notice of Public Hearing Sign on the property, 15 days prior to the hearing date. See Attached (sign regulations).
7. The Applicant must provide a list of adjacent property owners, within 500' of the property. This list will be verified and checked by the planning and building coordinator.
8. The Planning & Zoning Department will send written notice of the hearing regarding the permit request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing.
9. The Planning & Zoning Department will publish a Notice of the public hearing regarding the permit request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be billed for the publication.
10. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Maps, photographs, and other visual aids should be provided whenever possible.

*Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.

Logan County Planning & Zoning
315 Main Street
Office (970) 522-7879

LOGAN COUNTY CONDITIONAL USE PERMIT APPLICATION

AS REQUIRED BY THE LOGAN COUNTY ZONING RESOLUTION

DEPARTMENT OF PLANNING & ZONING

LOGAN COUNTY COURTHOUSE

STERLING, COLORADO 80751

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Applicant

Name: _____ Phone: _____

Address: _____

Landowner

Name: _____ Phone: _____

Address: _____

Description of Property:

Legal: ¼ Section _____ Section _____ Township _____ Range _____

Address: _____ Access off CR or Hwy: _____

New Address Needed: Y or N Subdivision Name: _____

Filing _____ Lot _____ Block _____ Tract _____ Lot Size _____

Current Zoning: _____ **Current Land Use:** _____

Proposed Conditional Use: _____

Terms of Conditional Use: _____

Building Plans: _____

Names and addresses of all adjacent landowners within 500 feet of the above described property: _____

I, (We), hereunto submit this application for a Conditional Use Permit to the Board of County Commissioners, together with such plans, details and information of the proposed conditional use. I, (We), further understand that the Board of Logan County Commissioners may, in addition to granting a Conditional Use Permit, impose additional conditions to comply with the purpose and interest of the Logan County Zoning Resolutions and Zoning Map.

Dated at Sterling, Colorado, this _____ day of _____.

Signature of Applicant: _____

Signature of Landowner: _____

FOR COUNTY USE

Application Fee: One Hundred Dollars (\$100.00)

Date of Planning Commission: _____

Recommendation of Planning Commission: _____Approval _____Denial

Recommended Conditions of Conditional Use Permit: _____

Chairperson, Planning Commission

=====

COUNTY COMMISSIONERS ACTION:

Conditions of Conditional Use Permit: _____

Date Granted: _____

Date Denied: _____

Gene A. Meisner, (Aye) (Nay)

Jack H. McLavey (Aye) (Nay)

Gregory A. EtL (Aye) (Nay)

APPENDIX D

SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY CENTRAL SERVICES BUILDING
508 SOUTH TENTH AVENUE
STERLING, CO 80751

REQUEST: (IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a
SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION
APPLICATION FOR A.....)

Your Name